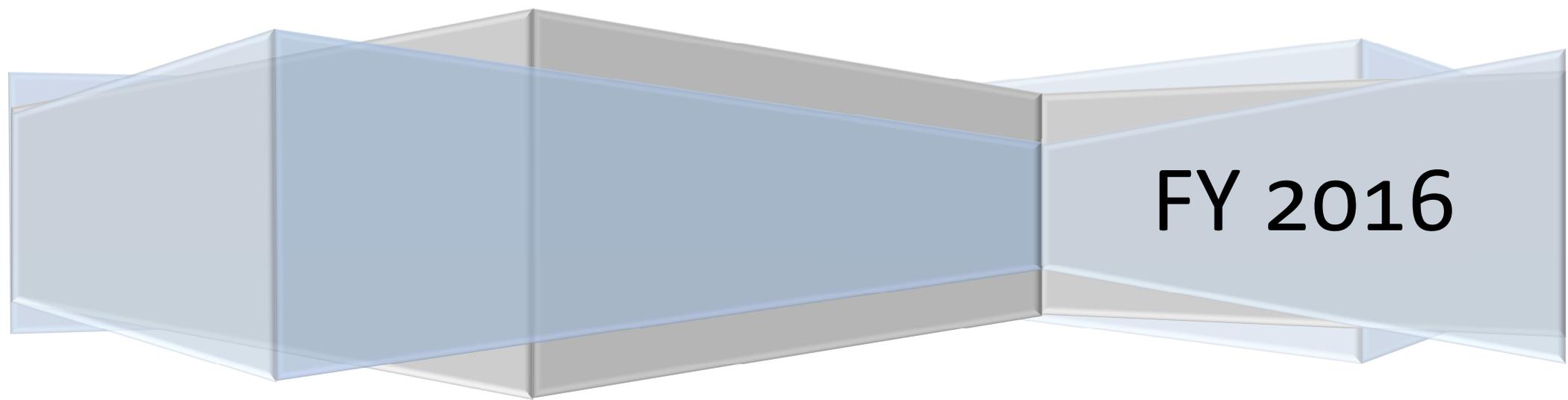


# 2016 Final Budget Supplemental

Decision package narratives with summary by fund info

September 15, 2016



FY 2016

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## ACT-01 Animal Control Recognize ASPCA Grant Revenue and Authorize Associated Spending Authority

**Contact: Willy Traub** [willy.traub@clark.wa.gov](mailto:willy.traub@clark.wa.gov) **360-397-2375 x4067**

This decision package recognizes grant funds received in the amount of \$1,975 from the ASPCA and creates the spending authority needed in the Animal Control program to expend the funds for the purposes described within the grant.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	One-Time	\$ 1,975	\$ 1,975	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 1,975	\$ 1,975	\$ 0	\$ 0	\$ 0	\$ 0

## ASO-01 Assessor's Office Reverse Readopt Package Consolidating Tech Reserve Funds

**Contact: Linda Latto**, [linda.latto@clark.wa.gov](mailto:linda.latto@clark.wa.gov), **x4547**

This package is a reversal of the readopt package approved in December 2015 for a one time transfer moving \$40,000 funds set aside in the Technology Reserve Fund back into the Assessor's Office budget. The funds will instead be retained and used in fund 3194.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	One-Time	(\$ 40,000)	(\$ 40,000)	\$ 0	\$ 0	\$ 0	\$ 0
3194	Technology Reserve F	One-Time	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			(\$ 40,000)	(\$ 40,000)	\$ 0	\$ 0	\$ 0	\$ 0

## BGT-01 Budget Office Retirement reserve program medical costs

**Contact: Adriana Prata, [Adriana.prata@clark.wa.gov](mailto:Adriana.prata@clark.wa.gov), ext. 4337**

The Retirement Reserve Program administers the medical reimbursement costs under the Law Enforcement Officers/Firefighters (LEOFF) retirement system. In 2015-2016, the Retirement Reserve Fund 5044 needs an estimated \$200,000 in General Fund support to ensure that claims are covered through the end of the biennium.

The Retirement Reserve fund started the biennium with \$819,645 in reserves, which covers the majority of the projected costs in 2015-2016. Therefore no General Fund subsidy has been budgeted for the current biennium. Expenses for claims vary from year to year, in the range of \$400,000 to \$550,000 annually. In 2016, claims are 39% up year to date (through July 2016), compared with the same timeframe in 2015. Therefore, to ensure proper coverage, \$200,000 in General Fund subsidy should be budgeted in the final supplemental. In 2017-2018, the subsidy transfer has been projected at \$1,000,000 for the biennium to ensure adequate coverage.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	One-Time	\$ 0	\$ 200,000	(\$ 200,000)	\$ 0	\$ 0	\$ 0
5044	Retirement/Benefits	One-Time	\$ 200,000	\$ 0	\$ 200,000	\$ 0	\$ 0	\$ 0
Totals			\$ 200,000	\$ 200,000	\$ 0	\$ 0	\$ 0	\$ 0

## BGT-02 Budget Office Update General Fund sales tax revenues

**Contact: Adriana Prata, [Adriana.prata@clark.wa.gov](mailto:Adriana.prata@clark.wa.gov), ext. 4337**

This decision package updates the 2015-2016 sales tax General Fund revenues, based on the latest information and trends. The total biennial revenue budget is increased by \$4.7 million, of which an estimated \$48,132 represents the share of the revenue above forecast received in 2016 that will be set aside in the permanent reserve fund, per Council policy. The updated forecast assumes an annual 8.5% increase for 2016 revenues, compared with 2015, which is the current year to date revenue growth rate. The amount identified by county policy to be set aside in the permanent reserve fund is transferred to the permanent reserve fund 1030.

The majority of the sales tax revenue above forecast is due to a technical adjustment through which revenues previously recognized in the General Fund as transfers from other funds collecting law/justice sales taxes are now recognized in the General Fund as sales tax revenue. Due to a one-time adjustment to

recognize sales tax earned in November and December but not received until January and February, each law/justice sales tax fund had accrued a fund balance. Closing the funds transferred fund balances to the General Fund.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	Ongoing	\$ 4,741,586	\$ 0	\$ 4,741,586	\$ 4,741,586	\$ 0	\$ 4,741,586
0001	General Fund	One-Time	\$ 0	\$ 48,132	(\$ 48,132)	\$ 0	\$ 0	\$ 0
1030	Permanent Reserve Fu	One-Time	\$ 48,132	\$ 0	\$ 48,132	\$ 0	\$ 0	\$ 0
Totals			\$ 4,789,718	\$ 48,132	\$ 4,741,586	\$ 4,741,586	\$ 0	\$ 4,741,586

### BGT-03 Budget Office Update miscellaneous General Fund revenues

**Contact: Adriana Prata, [Adriana.prata@clark.wa.gov](mailto:Adriana.prata@clark.wa.gov), ext. 4337**

This decision package updates 2015-2016 General Fund revenues other than sales taxes (which are updated in decision package BGT-02), based on the latest information and trends. The total net impact is an additional forecasted revenue amount of \$1.2 million for the biennium. Major highlights among revenue streams performing better than projected include motor vehicles fees which are increased by \$0.7 million above the current forecast; and regular property tax collections (including the Road Fund diversion) which are increased by \$0.5 million above the current forecast. On the other hand, some revenues are coming in lower than projected due to changes in trends, including penalty and interest for delinquent property tax accounts, and legal fees collected by the County Clerk. Other departmental revenues are updated by the Budget Office taking into account departmental feedback and contextual information.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	Ongoing	\$ 1,219,640	\$ 0	\$ 1,219,640	\$ 1,219,640	\$ 0	\$ 1,219,640
Totals			\$ 1,219,640	\$ 0	\$ 1,219,640	\$ 1,219,640	\$ 0	\$ 1,219,640

### BGT-04 Budget Office Update and distribute General Fund payroll contingency reserves

**Contact: Adriana Prata, [Adriana.prata@clark.wa.gov](mailto:Adriana.prata@clark.wa.gov), ext. 4337**

This decision package updates General Fund 2015-2016 contingency reserves and distributes contingency to General Fund departments as needed to meet projected payroll costs for the current biennium. The Budget Office budgets contingency reserves for payroll-related expenses in every fund that incurs

personnel costs. This budget is meant to cover estimated increases in payroll and benefits that are not known at the time of budgeting, many of which are subject to bargaining. Payroll contingency reserves are budgeted in each fund in department number 308, basub 508200, object code 997; the General Ledger string will be in the format “XXXX-YYY-308-508200-997-ZZZZZZ”, where “XXXX” is the fund number, “YYY” is the program code, and “ZZZZZ” is the reporting category. Contingency is also meant to cover unforeseen biennium-end expenses that may exceed current budget capacity within departments. At the end of the biennium, contingency reserves are distributed to departments in the General Fund as needed to meet payroll needs.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	One-Time	\$ 0	\$ 2,189,918	(\$ 2,189,918)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 2,189,918	(\$ 2,189,918)	\$ 0	\$ 0	\$ 0

## BGT-05 Budget Office Update payroll contingency reserves for all other funds

**Contact: Adriana Prata, [Adriana.prata@clark.wa.gov](mailto:Adriana.prata@clark.wa.gov), ext. 4337**

This decision package updates 2015-2016 payroll related contingency reserves for all funds other than the General Fund. The Budget Office budgets contingency reserves for payroll-related expenses in every fund that incurs personnel costs. This budget is meant to cover estimated increases in payroll and benefits that are not known at the time of budgeting, many of which are subject to bargaining. Payroll contingency reserves are budgeted in each fund in department number 308, basub 508200, object code 997; the General Ledger string will be in the format “XXXX-YYY-308-508200-997-ZZZZZZ”, where “XXXX” is the fund number, “YYY” is the program code, and “ZZZZZ” is the reporting category.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
1025	Health Department	One-Time	\$ 0	\$ 750,000	(\$ 750,000)	\$ 0	\$ 0	\$ 0
1932	Community Action Pro	One-Time	\$ 0	\$ 10,000	(\$ 10,000)	\$ 0	\$ 0	\$ 0
1952	Mental Health Fund	One-Time	\$ 0	\$ 200,000	(\$ 200,000)	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & R	One-Time	\$ 0	\$ 170,000	(\$ 170,000)	\$ 0	\$ 0	\$ 0
1032	MPD-Operations Fund	One-Time	\$ 0	\$ 640,000	(\$ 640,000)	\$ 0	\$ 0	\$ 0
1011	Community Dev	One-Time	\$ 0	\$ 300,000	(\$ 300,000)	\$ 0	\$ 0	\$ 0
1022	Crime Victim and Wit	One-Time	\$ 0	\$ 40,000	(\$ 40,000)	\$ 0	\$ 0	\$ 0
5040	General Liab Ins	One-Time	\$ 0	\$ 110,000	(\$ 110,000)	\$ 0	\$ 0	\$ 0
1018	Arthur D. Curtis Chi	One-Time	\$ 0	\$ 45,000	(\$ 45,000)	\$ 0	\$ 0	\$ 0
5043	Work Comp Ins	One-Time	\$ 0	\$ 14,000	(\$ 14,000)	\$ 0	\$ 0	\$ 0
1934	Youth & Family Resou	One-Time	\$ 0	\$ 14,000	(\$ 14,000)	\$ 0	\$ 0	\$ 0
5093	Central Support Serv	One-Time	\$ 0	\$ 220,000	(\$ 220,000)	\$ 0	\$ 0	\$ 0
1936	Weatherization/Energ	One-Time	\$ 0	\$ 23,000	(\$ 23,000)	\$ 0	\$ 0	\$ 0
1939	Community Developmen	One-Time	\$ 0	\$ 23,000	(\$ 23,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 2,559,000	(\$ 2,559,000)	\$ 0	\$ 0	\$ 0

## BGT-06 Budget Office Update non-General Fund major tax revenues

**Contact: Adriana Prata, [Adriana.prata@clark.wa.gov](mailto:Adriana.prata@clark.wa.gov), ext. 4337**

This decision package updates 2015-2016 major tax revenues – namely the one tenth of a percent mental health sales tax and the real estate excise tax revenues – based on the latest trends. The mental health sales tax revenue in Fund 1033 is increased by \$2,062,525 for the biennium; this assumes that revenues will continue to grow for the rest of 2016 at the same growth rate as they did year to date, namely 8.9% (January through August 2016 actual revenues increased 8.9% over January through August 2015 revenues). The real estate excises tax (REET) revenues are also increased for Funds 3056 and 3083 (first half of a percent of REET and second half of a percent of REET) by \$3,505,309 per biennium each; this represents a 15% increase over 2015 actual revenues, based on recent trends with respect to the volume and price of sales of properties in Clark County.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
1033	Mental Health Sales	Ongoing	\$ 2,062,525	\$ 0	\$ 2,062,525	\$ 2,062,525	\$ 0	\$ 2,062,525
3083	Real Estate Excise T	Ongoing	\$ 3,505,309	\$ 0	\$ 3,505,309	\$ 3,505,309	\$ 0	\$ 3,505,309
3056	Real Estate Excise T	Ongoing	\$ 3,505,309	\$ 0	\$ 3,505,309	\$ 3,505,309	\$ 0	\$ 3,505,309
Totals			\$ 9,073,143	\$ 0	\$ 9,073,143	\$ 9,073,143	\$ 0	\$ 9,073,143

## CJC-01 Budget Office Victim Advocate (Budget Neutral)

**Contact: Scott Jackson, [scott.jackson@clark.wa.gov](mailto:scott.jackson@clark.wa.gov), ext. 4784**

In anticipation of a grant award from the Wheeler Family Foundation, the Children’s Justice Center requests authority to hire a 0.8 FTE under the classification Victim Advocate. We expect to receive word on our grant application before the end of 2016 and hope to hire this individual in October of 2016. This FTE will be a revenue position. This request is budget neutral.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
1018	Arthur D. Curtis Chi	Ongoing	\$ 20,000	\$ 13,530	\$ 6,470	\$ 120,000	\$ 112,299	\$ 7,701
Totals			\$ 20,000	\$ 13,530	\$ 6,470	\$ 120,000	\$ 112,299	\$ 7,701

## CRR-01 Community Corrections Washington Traffic and Safety Committee (WTSC) State Impaired Driving Grant

**Contact: Ela Selga, Court Administrator X4738 – or - Emily Zwetzig, Department Finance Manager X5643**

This package is requesting to recognize new grant funding from the Washington Traffic and Safety Committee (WTSC).

This grant funding is part of the WTSC’s Target Zero Plan which has a bold vision to eliminate traffic deaths and serious injuries on the State’s roads by 2030. To support the Target Zero Plan, WTSC established the Washington Impaired Driving Advisory Council (WIDAC) in 2009. In alignment with Target Zero, the WIDAC provides a comprehensive strategy for preventing and reducing impaired driving behaviors. To support WIDAC strategies, the WTSC has made available the state impaired driving grant funding for the 2015-2017 Biennium. The State’s source of funding comes through a grant with the USDOT National Highway Traffic Safety Administration (NHTSA).

WTSC has approved the Department’s request for funding in the amount of \$65,162.00. The grant period is October 1, 2016 through September 30, 2017.

With this funding, the Department will purchase a customized Decision Points curriculum with a DUI emphasis. This will be an evidence-based cognitive-behavioral program that will provide a facilitator certification workshop to our staff and, ultimately, equip them to offer these decision making skills workshops to higher risk multiple DUI offenders. Additionally, the Department will send 4 probation officers to the National Association of Drug Court Professionals (NADCP) conference.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	One-Time	\$ 65,162	\$ 65,162	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 65,162	\$ 65,162	\$ 0	\$ 0	\$ 0	\$ 0

## GEN-01 General Services Fairgrounds Fire Station Remodel

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

This package is for the Staff report that was approved on April 12, 2016 for the Fairgrounds Fire Station remodel and needs to increase the expenditure and revenue budgets for \$90,000 for the Fair Fund 1003 for the collection of the State Grant that will fund this project. This project was completed in the facilities major maintenance fund and they will need revenue authority to bill back the fair for the cost of the project. DLC Architecture LLC was chosen through the

MRSC consultant roster to provide professional services for the Clark County Fairgrounds for the Fire Station Building Improvement Project. The entire project cost will be approximately \$90,000 the billing from DLC Architecture LLC shall not exceed \$9,920.00 without prior written approval of the County. The scope of work will be covered by the Fairgrounds with the revenue coming from a State Grant that is given once the work is completed. This Grant will cover the Professional Services to prepare building permit submittal/bid drawings and specifications for limited improvements at the Fairgrounds Fire Station Building and the future work on the site that will be completed after DLC Architecture has completed their scope of work. This supplemental is asking for increase expenditure and revenue authority to cover the project cost, the collection of the State Grant for \$90,000, and revenue collecting authority for the major maintenance fund to bill back the fair for the cost of the project.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
1003	Event Center Fund	One-Time	\$ 90,000	\$ 90,000	\$ 0	\$ 0	\$ 0	\$ 0
5193	Major Maint Fund	One-Time	\$ 90,000	\$ 90,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 180,000	\$ 180,000	\$ 0	\$ 0	\$ 0	\$ 0

## GEN-02 General Services Heritage Farm LID parking lot additional funding

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

This package was approved in a staff report on March 15, 2016 and request additional revenue and expense authority and revenue collecting authority in the Major Maintenance Fund (5193). The master plan of the 78th Street Heritage Farm calls for a parking lot on the west side of the administrative building. Several years ago, the Department of Environmental Services was given a Department of Ecology Grant in the amount of \$531,000 to design and build a parking lot at the Heritage Farm. Purchasing received back the bids for the construction of this project and they came in for amounts that are higher then what we have in grant funding. To complete the construction of the parking lot we will need an additional \$38,000, to improve an alternate road into the farm during the construction phase we will need \$4,000 to grade the road and adding gravel, to pay for overhead cost that the grant will not cover will be around \$4000.00, and to have an additional 2.5% contingency for unknowns we need \$14,000 so in total we are asking for \$60,000 to complete the parking lot project at the Heritage Farm. The scope of the project has already been reduced down once to lower the number of parking spaces of the project to get it closer to what the Grant would cover. We do not see reducing the scope down any further as a viable solution since we would need to go back to redo plans and engineering work which would just add to the cost and possible mitigate any savings we would see.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
3083	Real Estate Excise T	One-Time	\$ 0	\$ 60,000	(\$ 60,000)	\$ 0	\$ 0	\$ 0
5193	Major Maint Fund	One-Time	\$ 60,000	\$ 60,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 60,000	\$ 120,000	(\$ 60,000)	\$ 0	\$ 0	\$ 0

## GEN-03 General Services Replacement of Jail Sally Port Doors

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

This package was approved on August 30, 2016 by the BOCC. This package is asking for revenue and expenditure budget to replace two of the sally port doors at the Clark County Jail. The doors, spring and barrel system, and motor operators are opened and closed many time each day as every law enforcement agency that transports an inmate to or from the jail must enter and leave though the sally port. They enter the sally port through door #1, and leave through door #3. The doors and operators have been repaired many times throughout the years, but have reached the point that they need to be completely replaced. It is just a matter of time before they stop working or fail and hit a vehicle.

We received two quotes back when we reached out to vendors. The vendors who responded where Metro and Crawford all thought they represent different door manufacturers, we reviewed the specifications on each door to make a determination that they are comparable in design, operation, and gauge of metal. The two quotes we obtained where to install two new doors with 100,000 cycle springs and barrels, and new operating motors for doors #1 & #3 at the jail sally port. The cheapest quote was from Metro Overhead Door quote is \$14,542.00 + tax (total = \$15,763.53). The lead time on receiving the doors is approximately 6 weeks.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
3083	Real Estate Excise T	One-Time	\$ 0	\$ 15,764	(\$ 15,764)	\$ 0	\$ 0	\$ 0
5193	Major Maint Fund	One-Time	\$ 15,764	\$ 15,764	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 15,764	\$ 31,528	(\$ 15,764)	\$ 0	\$ 0	\$ 0

## GEN-04 General Services Public Works Major Maintenance Reserve Project

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

This package was approved on July 22, 2016 by the County Manager and Request authorization to spend up to \$60,000 to obtain a small office for the attendant at the Whatley Decant facility and an additional \$40,000 to pay for utility hook ups. This package is asking for increased expenditure budget in fund 5193 so that Public Works can complete the projects at the Whatley Decant facility. There are currently funds that have been set aside over the past several years from fees obtained from agencies dumping waste at the Whatley site for facility improvements. Currently, there is a full time maintenance specialist located at the Whatley site to facilitate clean up, weigh tickets, turning of materials, removal of materials, and many other job duties. He is utilizing a very small older model construction trailer that has no running water, sewer, sink, or any other modern conveniences that an employee should have access to. The trailer is also in very poor condition, has mold and moss growing on it, and is not energy efficient. Purchasing a slightly larger, more modern office trailer will greatly improve the efficiency of the attendant, increase energy efficiency, and gives access to utilities that the employee needs. To replace the existing set-up, the cost will be up to \$100,000. This will include the cost of replacing the office for \$60,000 with an additional \$40,000 to pay for the required utility hookups. Whatley funds are held in General Services for capital improvements. The amounts submitted to General Services had been submitted from 1999 and coded into the Facilities fund of 5193.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
5193	Major Maint Fund	One-Time	\$ 0	\$ 100,000	(\$ 100,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 100,000	(\$ 100,000)	\$ 0	\$ 0	\$ 0

## GEN-05 General Services Repair of the Dolle Building Sewer Line

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

This package was approved on July 26, 2016 by the BOCC. For some time now the Dolle building has been having issues of the sewer backing up into the building. We need to repair the Dolle building sewer line, between the points of where it leaves the building and where it connects to the City of Vancouver sewer line out in the street. This line has a "belly" in it and has caused the building waste lines to backup several times a year. We have obtained 3 quotes and the cheapest quote from Halme Excavating, Inc. came in at \$19,928. This staff report asks for revenue from the Campus Development Fund and Expense and Revenue authority in the Facilities Major Maintenance Fund.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
5193	Major Maint Fund	One-Time	\$ 19,928	\$ 19,928	\$ 0	\$ 0	\$ 0	\$ 0
1027	Campus Development	One-Time	\$ 0	\$ 19,928	(\$ 19,928)	\$ 0	\$ 0	\$ 0
Totals			\$ 19,928	\$ 39,856	(\$ 19,928)	\$ 0	\$ 0	\$ 0

## GEN-06 General Services Emergency Repair of the CRESA Emergency Generator

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

This package was approved on July 26, 2016 by the BOCC. At the end of June the CRESA Emergency Generator's existing radiator begin to fail and replacement was required. Part of the repair cost is the setup of a trailer mounted back-up generator brought in and connected to the building service to provide emergency power in the event of a power outage during the two days that the radiator replacement will occur. We are moving forward with ordering the part; since it takes 4-6 weeks to arrive; due to the level of severity should the generator be needed at the CRESA 911 building. We have selected Pacific Power Generation who is on the MRSC Rosters to perform the work and the cost will be \$18,004.89.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
3083	Real Estate Excise T	One-Time	\$ 0	\$ 18,005	(\$ 18,005)	\$ 0	\$ 0	\$ 0
5193	Major Maint Fund	One-Time	\$ 18,005	\$ 18,005	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 18,005	\$ 36,010	(\$ 18,005)	\$ 0	\$ 0	\$ 0

## GEN-07 General Services Jail Work Center Condensing Unit

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

The Jail Work Center was built in 1999, and has been in operation for 17 years. The 25 ton outdoor condensing unit that provides air conditioning for the kitchen area is failing and is no longer capable for providing a proper conditioned environment within the kitchen. The outside unit and the interior coil unit are in need of replacement. Currently, the condenser unit has leaks in the coil assembly that cannot be repaired. The replacement project will include a new 25 ton outdoor condensing unit and a new interior coil unit which will operate with current technology, environmental friendly, 410A refrigerant. With the exception of utilizing a crane contractor to remove the existing outdoor unit and set the new unit in-place, all retrofit work will be performed by Facilities Management staff. The project cost is \$24,450.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
3083	Real Estate Excise T	One-Time	\$ 0	\$ 24,450	(\$ 24,450)	\$ 0	\$ 0	\$ 0
5193	Major Maint Fund	One-Time	\$ 24,450	\$ 24,450	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 24,450	\$ 48,900	(\$ 24,450)	\$ 0	\$ 0	\$ 0

## GEN-08 General Services VA Lease and Tenant Improvements

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

On July 5, 2016 a staff report was approved to sign a lease with Department of Veterans Affairs (VA). The VA and the County have reached agreement on a five-year lease, with three additional five-year options for space at the Center for Community Health (CCH). The lease is for a total of 15,610.67 rentable square feet on the first and third floors of the CCH. The first year's VA rent and operating costs total \$478,470.65. The total twenty year lease if renewed will bring in \$10,462,437.52. The agreement requires the county to get LEED certification on the CCH building which will cost the county \$100,000 in one-time cost. In addition the VA is requesting tenant improvements. The county will complete the improvements on the building and then will be able to bill back and be reimbursed by the VA for the improvements made on their behalf. The phase I tenant improvements are going to be \$46,924. The phase II work is still be scoped but we estimate a minimum of \$50,000 to complete the phase II. We are asking for spending authority for the tenant improvements and also revenue collecting authority to bill back the VA for the phase I and II work.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
5193	Major Maint Fund	One-Time	\$ 196,924	\$ 196,924	\$ 0	\$ 0	\$ 0	\$ 0
1027	Campus Development	One-Time	\$ 0	\$ 100,000	(\$ 100,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 196,924	\$ 296,924	(\$ 100,000)	\$ 0	\$ 0	\$ 0

## GEN-09 General Services Countywide Services

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

The County-Wide Department is in need of more expense authority to pay all the bills for the 2015-16 biennium in the amount of \$142,000. This increased need for expense authority is due to a variety of factors including an increase in the State Auditor rates as well as one-time Geosyntec legal and consulting fees.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	One-Time	\$ 0	\$ 142,500	(\$ 142,500)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 142,500	(\$ 142,500)	\$ 0	\$ 0	\$ 0

## GEN-10 General Services Water and Sewer cost

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

The railroad fund has for a number of years has been paying water and sewer bills to the City of Vancouver and it was discovered that these bills are not actually for the railroad they are for the properties located at the downtown campus. Facilities is now paying these bills with all the other water and sewer bills for the county. This package request the budget and revenue be moved from the railroad department to the facilities fund. The budget is \$37,400 per biennium. A separate decision package has been submitted to move this budget on an on-going basis starting with the 2017/18 budget.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
5093	Central Support Serv	Ongoing	\$ 14,581	\$ 14,581	\$ 0	\$ 37,400	\$ 37,400	\$ 0
Totals			\$ 14,581	\$ 14,581	\$ 0	\$ 37,400	\$ 37,400	\$ 0

## GEN-11 General Services Event Center Increased Expenditures

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

This package increases the expense budget for the Clark County Event Center and Fairgrounds. They are in need of additional expenditure for liability insurance since it was determined in a State Auditor finding that they should be paying for their own liability insurance and it should not be paid from the Counties General Liability Fund, this increase for liability insurance comes to \$71,166 for this biennium and an ongoing \$39,529 each biennium moving forward. A separate decision package has been submitted for the 2017/18 budget cycle to make this update on an on-going basis.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
1003	Event Center Fund	Ongoing	\$ 0	\$ 39,529	(\$ 39,529)	\$ 0	\$ 39,529	(\$ 39,529)
1003	Event Center Fund	One-Time	\$ 0	\$ 31,637	(\$ 31,637)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 71,166	(\$ 71,166)	\$ 0	\$ 39,529	(\$ 39,529)

## GEN-12 General Services-General Liability/Risk General Liability Increase Expenditure Authority

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

The General Liability Fund (5040) has been continuing to take large losses and increase insurance cost and have run low the last 4 years on expenditure budget. This package will increase the General Liability expenditures to allocate for actual needs and not baseline estimates. We are asking for an additional \$650,000 spending authority that will use up some of the funds reserves. This additional funding will be used for object 412-Legal Services \$150K, 464-Liability Insurance \$250K and 498-Judgements and Damages-\$250K. This package is a one-time request and in the 2017-18 budget submissions we have requested a package to fix this on an ongoing basis.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
5040	General Liab Ins	One-Time	\$ 0	\$ 650,000	(\$ 650,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 650,000	(\$ 650,000)	\$ 0	\$ 0	\$ 0

## GEN-13 General Services Correct Telecom Expenses

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

When the telecommunications budget was moved to Information technology a portion of the budget was moved that was to cover phone lines in the purchasing department but it was not separated from the funds when they were moved. This package fixes that error and moves the money back to the General Services area. The amount of telecom expenditure budget that needs move from department 305 (Information Technology) to department 320 (General Services) is \$3600. A separate decision package has been submitted for the 2017/18 budget cycle to make this change on-going.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

## GEN-14 General Services-Facilities Allocate REET I for Facilities Maintenance

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

Currently the demand for Facilities Maintenance for General Fund departments outpaces current levels over the last few biennia by \$859,967. This has been an issue since the Great Recession cuts occurred. We are asking to allocate REET I funding in the 2015-16 biennium which will go to pay for work done at recreation facilities such as the Tri Mountain Golf Course, Clark County Event Center/Fair and the Heritage Farm; Law Enforcement Facilities such as the Jail and Sheriff offices and substation; and Administrative and Judicial Facilities such as 1408 Franklin Street, North County Building, CJC, DV and the Courthouse. REET I per RCW 82.46.010(6) can be used for the repair, replacement, rehabilitation, improvement and construction and reconstruction of these types of facilities.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
5093	Central Support Serv	One-Time	\$ 859,967	\$ 0	\$ 859,967	\$ 0	\$ 0	\$ 0
3056	Real Estate Excise T	One-Time	\$ 0	\$ 859,967	(\$ 859,967)	\$ 0	\$ 0	\$ 0
Totals			\$ 859,967	\$ 859,967	\$ 0	\$ 0	\$ 0	\$ 0

## GEN-15 General Services-Tri Mountain Golf Course Increase Expenditure and Revenue Budget for Tri Mountain Golf Course

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

The Tri Mountain Golf Course continues to have a good biennium and as such revenue collections are up and expenses are up. This request is to increase revenue by \$180,000 and expenses by \$70,000 to finish the biennium.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
4008	Tri-Mountain Golf	One-Time	\$ 180,000	\$ 70,000	\$ 110,000	\$ 0	\$ 0	\$ 0
Totals			\$ 180,000	\$ 70,000	\$ 110,000	\$ 0	\$ 0	\$ 0

## GEN-16 GENERAL SERVICES Indigent Defense Supplemental

**Contact: Ann Christian ann.christian@clark.wa.gov x2256**

In November, 2014, the 2015/16 Recommended General Fund Budget ('budget') for indigent defense was projected to be more than \$500,000 less than the then-projected 2013/14 indigent defense expenditures. In other words, continuing the 2013/14 "Current Service Level" ('CSL') through the 2015/16 biennium was not possible before the new biennium began. Final 2013/14 expenditures were \$10,319,304, exceeding the 2013/14 General Fund budget by \$504,281. As has been done for years and perhaps decades with respect to indigent defense funding, the 2015/16 budget was not increased to take into account actual expenditures in prior biennia that increased due to workload or seriousness in workload. End of biennium final supplemental increases or funds from contingency that were authorized to cover costs were not included in the next biennial budget, despite decision packages for CSL increases being submitted by the current Indigent Defense Coordinator. The decision package submitted for a 2015/16 CSL adjustment was \$390,000, in part due to a conservative assumption that there would be no Aggravated Murder case filed in the 2015/16 biennium (reducing the 2013/14 CSL by \$163,930). The original 2015/16 budget was \$455,208 less than 2013/14 expenditures. This projected from Day 1 of the biennium deficit is component number one of this final supplemental request.

For at least 35 years, indigent defense representation, mandated by constitutional and/or statutory provisions, has been provided by local, private attorneys and other professionals in Clark County. Historically, this contract model versus full-time public defender model has been less expensive than providing the legal representation by county employees. This continues to be the case today. The last increase in compensation rates for the attorneys who represent people charged with felonies was January 1, 2009. The last increase in the compensation rate for private investigators was January 1, 2008. Prior to this biennium, District Court (misdemeanor) representation was provided by one large law firm. Compensation rates paid to this contractor were low based on the large volume of cases each year and the fact the attorneys had large caseloads, low salaries and limited staff. Since 2007, six attorney FTE have been funded with county funds for District Court cases, one attorney FTE has been paid from state funds, and for 18-months, ending December 31, 2013, an eighth attorney was funded from one of 15 national federal grants received by the county. The firm's attorneys handled almost 650 cases per attorney in 2011. Beginning January 1, 2015, the Washington Supreme Court's Standards for Indigent Defense maximum caseloads became effective for District Court cases. The maximum caseload is 400 cases per FTE attorney, per year. The Supreme Court delayed the effective date of this caseload standard for over two years, due to the fiscal impact of this standard on counties and cities. For both 2015 and 2016, the District Court caseload required 8.5 FTE attorneys, an increase of 1.5 attorney FTE or \$279,000 for a full biennium. This is component 2 of this final supplemental request.

The law firm that provides representation for District Court cases for which the County is responsible is the same law firm that provides representation for City of Vancouver indigent defense cases that are heard in the county's District Court. Beginning January 1, 2015, the City of Vancouver increased its contract payment with the law firm to bring salary levels for the firm attorneys closer to the salary levels paid to the City's prosecuting attorneys (and county deputy prosecutors). The city also added funds for technological improvements, necessitated by the Supreme Court's Standards; a total of \$3,000 per FTE for two years. With approval, the county's contract with this law firm included the same increases provided by the City of Vancouver. The impact of this adjustment totals \$195,500 for the full biennium. This is component 3 of this final supplemental request.

Involuntary civil commitment of people who have a severe mental illness is a type of court case that requires the appointment of an attorney. These cases generally do not have any criminal activity alleged. They are civil court proceedings in which a person can be held in a hospital setting involuntarily in certain

circumstances. This indigent defense workload suffered a substantial increase in 2013/14. Beginning in 2009, an attorney who is also a Registered Nurse provided representation to these individuals. In late 2014, this contractor gave the county notice he would be unable to continue in 2015/16 at the same rate as first provided in 2009. Even with an increase in the funding level by \$31,000 per year, the attorney determined that the adverse impact on his other law practice and the need to send a child to college precluded him from continuing on. Two attorneys are now under contract to provide the representation. This increase of \$62,000 per biennium is component 4 of this final supplemental request.

Prior to July 27, 2016, the projected 2015/16 cost of representation in homicide cases, compared to that cost in 2013/14, was projected to be almost \$300,000 less – partially, offsetting the additional costs and unfunded Current Service Level described above. The projected deficit for 2015/16 at that time was \$845,000. It is worth noting that compared to 2013/14 expenditures totaling \$10,319,304, the projected expenditures for 2015/16 (\$10,657,539) are an increase of \$338,235 or 3.3 percent.

On July 27th, aggravated murder charges were filed in a case where three individuals were killed and a fourth victim seriously injured. By Washington Supreme Court rule, an Aggravated Murder case with a potential for a sentence of death, as is currently the case here, must have two attorneys appointed to represent the defendant, if the defendant is indigent. This new case requires two attorneys and resources in addition to those in a regular murder case, such as a mitigation specialist, at least until the Prosecuting Attorney decides he will not file a notice that the defendant is subject to a special sentencing proceeding where a sentence of death may be imposed by a jury. RCW 10.95.040. Based on costs in two aggravated murder cases, filed in 2009 and 2011, respectively, and one month’s invoices in the present case, the additional adverse impact on the projected deficit is likely to be \$150,000 through December 31, 2016. If the death penalty is removed as a possible sentence, the costs will decrease substantially.

The total final supplemental amount requested is \$995,000. A separate decision package has been submitted for the 2017/18 budget cycle on an on-going basis.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	One-Time	\$ 0	\$ 995,000	(\$ 995,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 995,000	(\$ 995,000)	\$ 0	\$ 0	\$ 0

## GEN-17 General Services-Facilities Allocate REET II for Facilities Maintenance

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

REET II per RCW 82.46.035(5) can be used for the repair, replacement, rehabilitation, improvement, construction and reconstruction of parks, sidewalks, domestic water systems, and storm and sanitary sewer systems. We are asking to use one time \$50,000 from REET II funding for a storm water repair of the swale facilities at the fairgrounds.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
3083	Real Estate Excise T	One-Time	\$ 0	\$ 50,000	(\$ 50,000)	\$ 0	\$ 0	\$ 0
5093	Central Support Serv	One-Time	\$ 50,000	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 50,000	\$ 100,000	(\$ 50,000)	\$ 0	\$ 0	\$ 0

## GEN-18 General Services Clark County Campus Security

**Contact: Michelle Schuster michelle.schuster@clark.wa.gov x4118**

On September 7, 2016 a work session was present to the BOCC on the needs for additional security at the Public Services Center (PSC). This is a request to extend the current contract with G4S Secure Solutions Inc. to add a security presence at the PSC, 1408 Franklin, after hour meetings in the PSC and the parking lots and garage. This request is asking for budget for 3 full time guards. Our current coverage is only for unlocking and locking the PSC and doing a few hours each week to monitor the parking garage for parking violations. The total cost per biennia will be \$310,000 of which \$30,109 is already being paid for the current coverage. So this request is for the additional \$279,891 and a one-time \$15,500 for supplies such as stainless steel stanchions at the front entrance to PSC.

The work session that was held presented the following information:

This Work Session provided the opportunity to present information about the significant increase in calls for assistance to Campus Security from the Public Service Center in the last two years, especially in the first six months of 2016 and to introduce a plan to counter this trend and increase safety and security in the PSC and its surrounding area.

Sgt. Eastman presented a slide show on the current situation graphically demonstrating the security risks in and around the PSC, Parking Structure and the Courtyard. The presentation included data showing the increase in calls to Security from the PSC from 2013 through June of 2016. Of particular note, the calls in 2015 jumped to 344 from just 80 the previous year. Of particular concern, the number of calls in the first six months (January-June) of 2016 jumped to 412

demonstrating an alarming trend. An increase in aggressive behavior by the homeless population in and around the building was also discussed as well as the lack of dedicated Security in the PSC and our current reliance on the security detail at the Courthouse.

Risk presented recommendations to provide a Security presence dedicated to the Public Service Center, Parking Structure and the surrounding grounds. Specifically, 3 full time Security Officers for 12 hours a day during the work week and to budget for 2 Security Officers for a total of 4 hours each month for after normal business hours meetings. In addition we presented our recommendation on physical security changes needed to gain the maximum benefit out of the addition of personnel, including creating a minimal Security Control Point in the East lobby by adding retractable belt station barriers to funnel people past Security. All entrances except the East entrance and the Dragonfly entrances will also remained locked at all times and require employee pass card access.

The presenters and Council then discussed various aspects and details of the situation and proposed solution. The topic of available resources for the homeless population in the immediate area was discussed. Costs and savings were also discussed. Potential enhancements were identified by Sgt. Eastman and brought forward for consideration including a secure storage location for personal belongings of individuals arrested by CCSO and the use of a sign in/out log sheet at the Security Control Point.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 38,750	(\$ 38,750)	\$ 0	\$ 279,891	(\$ 279,891)
0001	General Fund	One-Time	\$ 0	\$ 15,500	(\$ 15,500)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 54,250	(\$ 54,250)	\$ 0	\$ 279,891	(\$ 279,891)

## ITS-01 Information Services Budgeting software system

**Contact: Adriana Prata, [Adriana.prata@clark.wa.gov](mailto:Adriana.prata@clark.wa.gov), ext 4337**

The purpose of this project is to replace Oracle Public Sector Budget (PSB) module with a new budget software system with adequate functionality. This new system will enhance the current budget development process by greatly improving the user experience. The current system, PSB was discontinued for the 2017-2018 budget cycle because it was cumbersome to use, error prone and not user-friendly. Additionally, Oracle no longer supports PSB. A new system would solve these problems and would automate the budget process for users and budget staff, significantly reduce manual workload and errors, and provide essential information to the public and decision-makers.

The IT Advisory Group, which reviews and scores the urgency and importance of IT project requests, identified the replacement of the budget software as the number 1 current priority among current projects due for replacement or upgrade. The Enterprise Resource Project Steering Committee also identified the budgeting system replacement as the top priority within its scope.

For several biennia, Clark County's Budget Office developed budgets using Oracle's Public Sector Budgeting (PSB) module. For the 2017-18 budget cycle, the Budget Office is developing the biennial county budget using Excel spreadsheets and in-house built templates. The process requires extensive manual work for both budget staff and departments, and carries a considerable risk of error. It is expected that by the time the budget for 2017-2018 is adopted, the information needed will have required the manual creation and assembly of close to 2,000 Excel spreadsheets and Word documents. The time required to manage this process leaves very little time for staff to support departments with problem solving, research and analysis, which are key to successful budget and policy implementation and management.

The Budget Office seeks to replace PSB with a budgeting system that can manage all aspects of the budget process including the creation of baseline budgets with revenue, expense and decision- package worksheets, the development of supplemental budgets, electronic processing and tracking of Journal Budget Vouchers, and the production of reports and documents needed for budget publication (budget book) purposes. Because the Budget Office spends even-numbered years creating the biennial budget, the next opportunity to implement a new software system will be in 2017 when the office will not be engaged in the biennial budget development process. This will allow the Budget Office to have full implementation complete by 2018, in time for the development of the 2019-2020 budget.

The Budget Office has performed extensive research regarding available options for budgeting software, with respect to both features and pricing over the last year. First, budget staff worked with IT to identify/capture the current state budget processes as part of the ERP Renovation Project. An extensive description of the process was captured, together with identifying areas for process improvements. The next step was to formulate system requirements for new budgeting software; this step was also completed.

Potential alternatives and options were investigated by multiple means: budget staff attendance of a budget software workshop following the annual GFOA conference; discussions with multiple local governments searching to replace and implementing budget software; interviews with ERP software vendors; and internet research. Vendors were contacted and demo sessions took place with a large number of potential software options; this included Hubble, Workday, Questica, Oracle Cloud, SunGard, CGI Advantage, Jedox, PowerPlan, Mo'Mix, NeuBrain, Infor and Tyler Munis.

Options were evaluated based on the requirements list, and the feasible four options were priced for the total cost of ownership. The best option was identified based upon personal rank by IT and Budget staff, fit to requirements, flexibility, reports/analytics, price, references, risks, public sector focus, and bonus features. Questica Public Sector Budgeting software was identified as the top solution, with a total cost of ownership of \$1.1 million over ten years (as opposed to \$2.4 million for Oracle Cloud, \$3.3 million for NeuBrain and \$3.7 million for CGI Advantage).

This request is therefore based on the price of implementing and maintaining Questica. The one time cost is \$235,880, which is made up of \$110,000 for base professional services to implement software, \$35,280 for required integrations with Oracle HR and financials, \$33,600 for customizations for required reports and for set up of cross-validations with the GL, \$25,000 for IT support for implementation, \$27,000 for priority based budgeting process implementation, and \$5,000 for implementing the transparency add-on software. The ongoing cost is \$95,000 per year, which consist of \$85,000 for 50 operating and capital licenses for Questica; and \$10,000 for the transparency add on software that provides reporting to the public through the county website.

The proposal also includes a one-time cost of \$27,000 for the Center for Priority Based Budgeting consulting services to implement priority based budgeting processes with the software configuration options. The Budget Office will be using priority based budgeting business processes in the implementation and setup of the budget software system. The selected vendor Questica has the functionality necessary to configure the current budget process as using the priority based approach. In order to successfully implement the new business process and inform the proper setup of future budget software, the Budget Office is

requesting to enter into a contract with the Center for Priority Based Budgeting (CPBB), which will provide advisory, analytical and facilitation assistance. CPBB worked with dozens of governments to implement priority based processes, developed templates and tools, and are affordable to use. County staff time and expertise are insufficient as budget staff are currently focused on a manual process, operating without software, and on interventions to balance the budget for the next cycle. Budget staff would be “re-inventing the wheel” by engineering the process without expert input and experience. Staff would risk costly and time-taking mistakes, and possibly failing, if trying to implement the new business process and to inform the setup of new software without adequate resources and support.

Priority based budgeting will turn Clark County into a results-focused organization. This process ensures resource allocation (budget) is aligned with community expectations / priorities (results); clearly articulates how much it costs to provide services and what will be lost of funding for services is reduced; better communicates financial information to decision makers and the public; avoids “across the board cuts” blind approach to managing financial crises and enables governments to be fiscally prepared for disasters, economic downturns and other unexpected events; supports a sustainable budget rather than a balanced budget (long-term, not short-term); and it is a leading practice in local government (GFOA, IGMA best practice).

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 190,000	(\$ 190,000)
0001	General Fund	One-Time	\$ 0	\$ 235,880	(\$ 235,880)	\$ 0	\$ 0	\$ 0
3194	Technology Reserve F	One-Time	\$ 235,880	\$ 235,880	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 235,880	\$ 471,760	(\$ 235,880)	\$ 0	\$ 190,000	(\$ 190,000)

## ITS-02 Information Services Network Performance Remediation

**Contact: Steve Dahlberg, Steve.Dahlberg@clark.wa.gov, x4793**

Clark County recently hired an outside firm, ConvergeOne, to complete an assessment of our network to determine the root cause(s) of the performance issues we have been seeing. This document is intended to help summarize their findings from the last several weeks of effort.

The network assessment that was run pulled data for 7 days related to all of our network hardware, network device software, device configurations and looked for evidence of real-time issues we were experiencing. When grading the results of the assessment, the findings from our network infrastructure and server environments were ranked against all other customers that had completed the same assessment. Our scores were both good and terrible. On the good side Clark County’s server environment ranked in the 64th percentile which was a good showing from the vendor’s perspective. The assessment of our network infrastructure was not as positive. We ranked in the 14th percentile, meaning 86% of their customers had a better network infrastructure.

There are several reasons for the extremely poor showing, but most of the reasons revolve around the age of our network hardware. For instance, 111 (or 51%) of the 217 network devices are past end of life. Additionally, 25 (another 12%) will reach their end of life by the end of next year. This old hardware is simply not able to keep up. Over the years the amount of data moving across the network has continued to increase. Many of the problems that were found probably existed for a significant amount of time. Unfortunately for us we passed a tipping point earlier this year. The simplest way to explain this is that the hardware can't handle the volume of data traffic they are receiving.

There are other pieces that are impacting this assessment in a negative way. We have issues with the way some devices are configured, the software running on the hardware that controls the hardware isn't current and in some cases can't be updated because of the device age, some tools are not turned on that would help control the flow of traffic or prioritize the traffic, some devices are connected to other devices with cables that can't handle the volume of traffic we need to pass between those devices.

The good news is that we can now start taking steps to positively impact the situation. The County has already purchased new hardware that will replace some of the old, underpowered hardware. This won't resolve all problems. This new hardware resolves the problems in the center of our network. This hardware is installed in a room that is attached to CRESA that contains all of the County servers. However, many of the buildings outside of the PSC and CCH are long overdue for hardware upgrades. This additional budget package would allow us to upgrade the network hardware in all of the buildings that are outside of the network center. It will also help us to address some physical and virtual security issues that were identified in a recent State audit.

Unfortunately, these upgrades will not close all of the gaps that have been identified. The biggest remaining gap in our network infrastructure is the in ground fiber cable that connects all the downtown campus buildings to our network center. The current fiber may not be able to handle the current volume of data traffic and definitely has no room to grow with our increasing data needs. Additionally, there isn't built in redundancy in these connections. As an example, there is a single fiber connection between the network center and the Corrections Center. If there is any failure in that primary cable, the jail doesn't have a backup fiber path to ensure computer systems continue working. The work to close this gap will need to be done in the near future, but isn't included in this request.

This request is for \$900,000. This is requested to be in Fund 3194 allowing for immediate start and will need to be carried over into the 2017-2018 biennium.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
1025	Health Department	One-Time	\$ 0	\$ 36,240	(\$ 36,240)	\$ 0	\$ 0	\$ 0
0001	General Fund	Ongoing	\$ 0	\$ 100,000	(\$ 100,000)	\$ 0	\$ 100,000	(\$ 100,000)
0001	General Fund	One-Time	\$ 0	\$ 539,200	(\$ 539,200)	\$ 0	\$ 0	\$ 0
5006	Elections Fund	One-Time	\$ 0	\$ 6,720	(\$ 6,720)	\$ 0	\$ 0	\$ 0
1935	Administration & Gra	One-Time	\$ 0	\$ 20,960	(\$ 20,960)	\$ 0	\$ 0	\$ 0
4014	Solid Waste Fund	One-Time	\$ 0	\$ 7,600	(\$ 7,600)	\$ 0	\$ 0	\$ 0
4420	Clean Water Fund	One-Time	\$ 0	\$ 8,480	(\$ 8,480)	\$ 0	\$ 0	\$ 0
1012	County Road Fund	One-Time	\$ 0	\$ 84,640	(\$ 84,640)	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & R	One-Time	\$ 0	\$ 6,240	(\$ 6,240)	\$ 0	\$ 0	\$ 0
4580	Wastewater Maint	One-Time	\$ 0	\$ 4,880	(\$ 4,880)	\$ 0	\$ 0	\$ 0
1011	Community Dev	One-Time	\$ 0	\$ 42,320	(\$ 42,320)	\$ 0	\$ 0	\$ 0
3194	Technology Reserve F	One-Time	\$ 800,000	\$ 800,000	\$ 0	\$ 0	\$ 0	\$ 0
5040	General Liab Ins	One-Time	\$ 0	\$ 2,640	(\$ 2,640)	\$ 0	\$ 0	\$ 0
1018	Arthur D. Curtis Chi	One-Time	\$ 0	\$ 8,880	(\$ 8,880)	\$ 0	\$ 0	\$ 0
5093	Central Support Serv	One-Time	\$ 0	\$ 8,000	(\$ 8,000)	\$ 0	\$ 0	\$ 0
1003	Event Center Fund	One-Time	\$ 0	\$ 6,240	(\$ 6,240)	\$ 0	\$ 0	\$ 0
1017	Narcotics Task Force	One-Time	\$ 0	\$ 5,360	(\$ 5,360)	\$ 0	\$ 0	\$ 0
5092	Data Processing Revo	One-Time	\$ 0	\$ 11,600	(\$ 11,600)	\$ 0	\$ 0	\$ 0
Totals			\$ 800,000	\$ 1,700,000	(\$ 900,000)	\$ 0	\$ 100,000	(\$ 100,000)

### ITS-03 Information Services IT position changes

**Contact: Steve Dahlberg, Steve.Dahlberg@clark.wa.gov, x4793**

This action has already been approved by the Council in a staff report on May 17, 2016.

Approve the following four items:

1) Eliminate a position in the IT Department, and use the savings to fund the following:

- 2) Change an existing GIS position from Project to Operating.
- 3) Upgrade an existing IT Office Assistant II position from a .8 FIE to a 1.0 FTE.
- 4) Create a new project (temporary) position for a .45 FTE supported employment office aide effective May 17, 2016.

This request is intended to eliminate one full-time position within IT in order to provide funding for the following changes. 1) GIS has an Analyst in a project position and we request that it be converted into a permanent position. 2) Within IT, we are requesting a current .8 FTE administrative assistant position be updated to be a full time position. 3) Add a new project (temporary) position for an Office Aide at 10-18 hours per week.

One of the goals of the County is to increase the number of supported employees. The IT Department has identified duties that can be accomplished by a supported employee in the Office Aide classification.

The estimated 2016 savings to the General Fund will be approximately \$16,000. In the next biennium, the savings will be approximately \$55,000.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	Ongoing	\$ 0	(\$ 23,300)	\$ 23,300	\$ 0	(\$ 79,500)	\$ 79,500
5092	Data Processing Revo	Ongoing	\$ 0	\$ 7,300	(\$ 7,300)	\$ 0	\$ 24,500	(\$ 24,500)
Totals			\$ 0	(\$ 16,000)	\$ 16,000	\$ 0	(\$ 55,000)	\$ 55,000

## ITS-04 Information Services Approve the shift in headcount between Assessor's Office and IT

**Contact: Steve Dahlberg, Steve.Dahlberg@clark.wa.gov, x4793**

This action has already been approved by the Council in a staff report on May 31, 2016.

This package deletes a vacant position in the Assessors Office (AGS0027) and adds a new IT Professional III position to the IT Department. There is an Operational-Level agreement between the two offices outlining the terms for the placement of a dedicated IT professional staff position within the Assessor's Office. The purpose for this change is to deliver technical expertise that plays a critical role in the Assessor's Office. This IT professional will have broad focus and access to critical functions within the IT framework while being dedicated exclusively to the Assessor's Office and their technology needs and will be a functioning member of the Assessor's Office Technical Team.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

## JUV-01 Juvenile Department Two new Juvenile Services Association positions

**Contact: Jodi Martin, Jodi.martin@clark.wa.gov, 360-397-2201 Ext. 4528**

On May 24, 2016, the Council approved staff report SR109-16 which added two new Community Programs Juvenile Services Associates funded out of the MH Sales Tax Fund 1033. This decision package is the budget follow up to this already approved request, adding budget capacity to Fund 1033. The positions were already created, position numbers JUV0100 and JUV0101.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
1033	Mental Health Sales	Ongoing	\$ 0	\$ 69,986	(\$ 69,986)	\$ 0	\$ 256,136	(\$ 256,136)
Totals			\$ 0	\$ 69,986	(\$ 69,986)	\$ 0	\$ 256,136	(\$ 256,136)

## JUV-02 Juvenile Department Office of Juvenile Justice Federal Grant Increase

**Contact: Jodi Martin, Jodi.martin@clark.wa.gov, 360-397-2201 Ext. 4528**

In September 2015 the County accepted a \$20,000 Office of Juvenile Justice Federal Grant for continued implementation of the Clark County Juvenile Court Juvenile Detention Alternatives Initiative. On May 20, 2016, Clark County was awarded an additional \$6,177 to fund costs related to enhancing the detention alternative programs. In 2015-2016, JDAI grant funds will help fund costs related to detention alternatives, continued evaluation of the initiative and alternative programs, and any travel related expenses associated with the initiative.

With acceptance of this \$6,177 increase total funding from this grant for July 2015-June 2016 will be \$26,177.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	One-Time	\$ 6,177	\$ 6,177	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 6,177	\$ 6,177	\$ 0	\$ 0	\$ 0	\$ 0

## JUV-03 Juvenile Department Accept \$22,000 Office of Juvenile Justice Federal Grant (JDAI)

**Contact: Jodi Martin, jodi.martin@clark.wa.gov, ext. 4528**

In April 2012, the Clark County Superior Court Judges provided their support for Clark County Juvenile Court to implement the Juvenile Detention Alternatives Initiative (JDAI), a juvenile justice reform initiative through the Annie E. Casey Foundation. In 2012, the Office of Juvenile Justice (OJJ) provided a one year grant in the amount of \$50,000 to support Clark County's development and implementation of the JDAI core strategies. The Office of Juvenile Justice renewed the JDAI grant for 2013-2014 for \$50,000, 2014-2015 for \$30,000, 2015-2016 for \$26,177. This year, the grant amount is \$22,000.

JDAI is based upon eight core, interconnected strategies that address the primary reasons why youth are unnecessarily or inappropriately detained. It is necessary that all core strategies be intentionally and effectively applied in order to achieve maximum results in reduction of detention populations.

In 2016-2017, JDAI grant funds will help fund costs related to detention alternatives, continued evaluation of the initiative and alternative programs, and any travel related expenses associated with the initiative.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	One-Time	\$ 14,500	\$ 14,500	\$ 0	\$ 7,500	\$ 7,500	\$ 0
Totals			\$ 14,500	\$ 14,500	\$ 0	\$ 7,500	\$ 7,500	\$ 0

## JUV-04 Juvenile Department Office of Juvenile Justice Federal Grant to Reduce Racial and Ethnic Disparities at Arrest and Referral

**Contact: Jodi Martin, [jodi.martin@clark.wa.gov](mailto:jodi.martin@clark.wa.gov), ext. 4528**

The Juvenile Court is requesting to accept an additional \$65,810 for 2016-2017 from the Office of Juvenile Justice Federal to Reduce Racial and Ethnic Disparities (RED) at Arrest and Referral.

It is well established that youth of color are significantly overrepresented in the juvenile justice system in Washington. Statewide data for Washington in 2012 shows that generally, racial and ethnic disparities exist at all levels of the state juvenile justice system. African American youth are arrested at almost twice the rate of White youth, youth of color are referred to juvenile court at a much higher rate than White youth, overall non-white youth are diverted significantly less often than White youth, and American Indian and African American youth are disproportionately securely detained at disproportionate rates. In Clark County in 2015, 18% of all detention admissions were African American youth compared to 3.4% of the County's population of African American youth and 2% of all detention admissions were American Indian compared to .9% of the County's population of American Indian youth. These disparities are the result of numerous interrelated factors, some of which exist within the structures of current juvenile justice policies and practices and some of which are influenced by unconscious and implicit biases.

Addressing and reducing disparities requires a multifaceted approach. Juvenile justice system stakeholders must examine whether current policies and practices are a factor that, intentionally or not, contributes to higher numbers of youth of color becoming involved in – or penetrating more deeply into –the juvenile justice system. Developing and implementing new or different strategies to ensure that all youth are treated in a fair and equal manner requires engagement with stakeholder and communities who are impacted.

The goals of the RED Initiative are to: reduce the disparities experienced by youth of color coming into contact with the juvenile justice system and reduce implicit bias in policies, practice, and decision making.

This grant will allow Clark County to continue to review policies and practices that may contribute to disparities, raise awareness of racial and ethnic disparities through training opportunities, and bring together key stakeholders to reduce implicit and possible structural biases that exist in policies, practices and decision making at the points of arrest and referral.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	One-Time	\$ 28,410	\$ 28,410	\$ 0	\$ 37,400	\$ 37,400	\$ 0
Totals			\$ 28,410	\$ 28,410	\$ 0	\$ 37,400	\$ 37,400	\$ 0

## PAT-01 Prosecuting Attorney Foster Pepper Invoices

**Contact: Shari Jensen, shari.jensen@clark.wa.gov, x4763**

The Prosecuting Attorney's Office must pay for legal services rendered by Foster Pepper PLLC. In the first two quarters of 2016 counsel from the Civil Division of the Prosecuting Attorney's Office were excused from certain duties. The Prosecuting Attorney's office contracted with Foster Pepper PLLC to provide critical legal services in their absence. The Board of County Councilors has approved this action through a staff report on July 19, 2016.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	One-Time	\$ 0	\$ 85,000	(\$ 85,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 85,000	(\$ 85,000)	\$ 0	\$ 0	\$ 0

## PAT-02 Prosecuting Attorney Add a grant funded revenue position to fund 1022 Victim Assistance

**Contact: Shari Jensen, shari.jensen@clark.wa.gov, ext. 4763**

This action has already been approved by the Council on August 9, 2016, through a staff report. The Prosecutor's Office was awarded grant funding for a 1.0 FTE victim advocate beginning July 1, 2016. In order to fill this position, we are requesting the creation of a revenue position in fund 1022.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
1022	Crime Victim and Wit	Ongoing	\$ 26,609	\$ 26,609	\$ 0	\$ 38,146	\$ 38,146	\$ 0
Totals			\$ 26,609	\$ 26,609	\$ 0	\$ 38,146	\$ 38,146	\$ 0

## PBH-01 Public Health Mental Health Sales Tax Fund (Fund 1033) fund balance support of Public Health's Nurse-Family Partnership Program

**Contact: Jeff Harbison, ext 8475, Jeff.Harbison@clark.wa.gov**

On April 26, 2016, Clark County Board of County Councilors approved SR 091-16 approving a one-time transfer of \$1,100,000 from the Mental Health Sales Tax Fund (Fund 1033) fund balance to Public Health (Fund 1025) for support of the Nurse-Family Partnership program.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
1025	Health Department	One-Time	\$ 1,100,000	\$ 0	\$ 1,100,000	\$ 0	\$ 0	\$ 0
1033	Mental Health Sales	One-Time	\$ 0	\$ 1,100,000	(\$ 1,100,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 1,100,000	\$ 1,100,000	\$ 0	\$ 0	\$ 0	\$ 0

## PBH-02 Public Health Funding Adjustments

**Contact: Jeff Harbison, ext 8475, Jeff.Harbison@clark.wa.gov**

This decision package adjusts revenue budgets – primarily related to new or extended grants not previously reflected in the biennial budget.

On December 6, 2014, Clark County Board of County Commissioners approved SR 300-14 giving permission for Clark County Public Health to apply for Federal and State grant funding with WA State Department of Health through its three-year Consolidated Contract. Permission for the Public Health Director to sign any amendments was also provided. Within this decision package are the following budget adjustments related to the Consolidated Contact grant agreement:

Federal Hepatitis C Surveillance; reporting category 060002

Federal Vaccine Tracking System Enhancement; reporting category 060020

Federal Sodium Reduction in Communities; reporting category 060181

Federal Tuberculosis Elimination; reporting category 060183

On September 25, 2015, Clark County Board of County Councilors approved SR 181-15 giving permission for Clark County Public Health to apply for and enter into a grant agreement with the Foundation for Healthy Generations. The Federal grant funding is aimed at promoting and reinforcing healthful behaviors; reporting category 060189 and 060190.

On November 3, 2015, Clark County Board of County Councilors approved SR 202-15 giving permission for Clark County Public Health to apply for and enter into a grant agreement with the Syringe Access Fund (SAF). The grant funding is private funds and provides supplies for the Harm Reduction Center; reporting category 060186.

On February 2, 2016, Clark County Board of County Councilors approved SR 022-16 giving permission for Clark County Public Health to apply for and enter into a Lessons in Infection Control (LINC) grant agreement with the National Association of County & City Health Officials (NACCHO); reporting category 060007.

On April 5, 2016, Clark County Board of County Councilors approved SR 075-16 giving permission for Clark County Public Health to apply for and enter into a grant agreement with Educational Service District 112. The State grant funding is aimed at youth tobacco prevention; reporting category 062440

On April 5, 2016, Clark County Board of County Councilors approved SR 076-16 giving permission for Clark County Public Health to apply for and enter into a grant agreement with Educational Service District 112. The State grant funding is aimed at preventing and reducing marijuana use in youth ages 12-20; reporting category 060005. Subsequently, a second year of funding was awarded – approved by Board of County Councilors on July 12, 2016 via SR 146-16.

Local support funding and adjustments to controllable expenditure budgets are also included in this package.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
1025	Health Department	One-Time	\$ 293,106	\$ 271,050	\$ 22,056	\$ 0	\$ 0	\$ 0
Totals			\$ 293,106	\$ 271,050	\$ 22,056	\$ 0	\$ 0	\$ 0

## **PWK-01 Public Works Reclassification of Administrative Assistant (APW0008) to Office Manager**

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

Staff report PW16-060 was approved in June 2016. This package is to add budget authority for this reclassification.

Human Resources reviewed the nature of the work assigned to the above mentioned position. The position of Administrative Assistant will be vacated by the incumbent due to retirement. The current structure of the Public Works department is extremely flat and there is a need to upgrade this position to a management position. This position is responsible for supporting the director; planning, organizing, and coordinating; potentially be supervising clerical and paraprofessional staff; developing goals; participating in appointment of personnel; providing staff training; working on continuous improvement projects through analysis of current procedures; responding to requests for information and advice concerning specialized or technical services rendered and related to office function; preparing comprehensive reports to include Public Works performance measures; prepares meeting minutes; and performing sensitive and confidential administrative duties for the assigned director as needed.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
1012	County Road Fund	Ongoing	\$ 0	\$ 23,397	(\$ 23,397)	\$ 0	\$ 38,435	(\$ 38,435)
Totals			\$ 0	\$ 23,397	(\$ 23,397)	\$ 0	\$ 38,435	(\$ 38,435)

## PWK-02 Public Works Request budget authority to close out Fund's 3069, 3175, and 3180

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

This is to request the final close out of Park Impact Fee funds and Traffic Impact Fee funds. These funds have been used accordingly and they are no longer receiving revenue. This action will close the funds for financial purposes.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
3061	Mt. Vista Road Impac	One-Time	\$ 365,000	\$ 0	\$ 365,000	\$ 0	\$ 0	\$ 0
3069	119th St Transition	One-Time	\$ 0	\$ 365,000	(\$ 365,000)	\$ 0	\$ 0	\$ 0
3055	Urban REET Parks Fun	One-Time	\$ 200	\$ 0	\$ 200	\$ 0	\$ 0	\$ 0
3175	Parks Dist #5-Dev.	One-Time	\$ 0	\$ 100	(\$ 100)	\$ 0	\$ 0	\$ 0
3180	Parks Dist. #10-Dev.	One-Time	\$ 0	\$ 100	(\$ 100)	\$ 0	\$ 0	\$ 0
Totals			\$ 365,200	\$ 365,200	\$ 0	\$ 0	\$ 0	\$ 0

## PWK-03 Public Works Request budget authority for our Park Impact Fee districts

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

This request is to add budget capacity for our Park Impact Fee districts that our internal Parks Division will use. This will facilitate both the acquisition and development of park property with in Clark County.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
3055	Urban REET Parks Fun	One-Time	\$ 570,000	\$ 0	\$ 570,000	\$ 0	\$ 0	\$ 0
3277	PIF District 7- Acqu	One-Time	\$ 0	\$ 70,000	(\$ 70,000)	\$ 0	\$ 0	\$ 0
3278	PIF District 8- Acqu	One-Time	\$ 0	\$ 200,000	(\$ 200,000)	\$ 0	\$ 0	\$ 0
3280	PIF District 10- Acq	One-Time	\$ 0	\$ 300,000	(\$ 300,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 570,000	\$ 570,000	\$ 0	\$ 0	\$ 0	\$ 0

## PWK-05 Public Works Purchase an Asphalt Float Attachment for the skid steer loader

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

This attachment will be used for trench backfilling and asphalt finishing. The attachment will direct and spread asphalt within a variety of defined areas such as utility trenches, pavement repairs and roadway shoulders. There is virtually no hand work in placing the material and it provides a true grade and desired finish.

The increase in production and improved workmanship will be realized. Less hand shoveling and hand raking of the material will ensure a long lasting pavement. Providing a better product at a faster rate means less time on the job site and is also safer to the operators and the motoring public.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
1012	County Road Fund	Ongoing	\$ 0	\$ 2,785	(\$ 2,785)	\$ 0	\$ 2,785	(\$ 2,785)
1012	County Road Fund	One-Time	\$ 0	\$ 15,000	(\$ 15,000)	\$ 0	\$ 0	\$ 0
5091	Equipment Rental & R	One-Time	\$ 15,000	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 15,000	\$ 32,785	(\$ 17,785)	\$ 0	\$ 2,785	(\$ 2,785)

## PWK-06 Public Works Request to add budget to General Fund Parks Maintenance for reimbursement on emergency expenses incurred in 2016.

**Contact: Lori Pearce, lori.pearce@clark.wa.gov, x4461**

This request is to add budget to General Fund Parks Maintenance for reimbursement on emergency expenses incurred in 2016.

The Parks Division is requesting a reimbursement to the GF Parks maintenance budget. An emergency had to be addressed in the spring of 2016 where the Park Caretakers had to be suddenly relocated from the Frenchman's Bar Regional Park Caretaker's residence due to toxic mold throughout the residence. Parks paid for the relocation to include a U-Haul rental and temporary 3 month residence rental at an apartment complex.

The GF Parks maintenance budget is not funded to accommodate unbudgeted emergency expenses and this incident has created a burden to the maintenance budget. These funds would normally be used for budgeted maintenance supplies and services that are critical to parks operations through the biennium period. Staff will regain the financial resources to support necessary operating expenses through the 2016 year. If this funding is not reimbursed, the GF Parks budget is expected to exceed budgeted expenses for the biennium.

Staff must continue to expend funding as planned for critical maintenance expenses i.e. janitorial and landscape supplies, building materials, security services, etc.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	One-Time	\$ 0	\$ 8,333	(\$ 8,333)	\$ 0	\$ 0	\$ 0
1032	MPD-Operations Fund	One-Time	\$ 8,333	\$ 8,333	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 8,333	\$ 16,666	(\$ 8,333)	\$ 0	\$ 0	\$ 0

## SHR-01 Sheriff's Office 2016 Justice Assistance Grant

**Contact: John Lawler, john.lawler@clark.wa.gov, 360-397-2211, x4173**

The United States Department of Justice, Office of Justice Programs, Bureau of Justice Assistance (BJA) has allocated \$91,717 in Justice Assistance Grant (JAG) funds to be shared by Clark County and the City of Vancouver for the federal fiscal year 2016 grant cycle. These grant funds can be used for local initiatives, technical assistance, training, equipment, and information systems that support criminal justice. No local match is required.

BJA requires that the County and the City jointly apply for the funds specifying the amount of the funds to be distributed to each. BJA also requires that a memorandum of understanding be prepared, signed, and sent to them indicating who will serve as the applicant/fiscal agent for the joint funds.

The proposed agreement designates the County as applicant and fiscal agent for the joint funds and provides for a 58% City / 42% County split of funds. This split is based on Law Enforcement Records and Information System (LERIS) cost allocation.

The Sheriff's Office requests a one-time increase to both revenues and expenses of \$91,717. Remaining budget capacity at the end of each biennium will need to be carried forward since the grant period extends from July 1, 2016 through September 30, 2019. Of the grant funds, \$53,196 will be expensed to a pass-through account for transfer to the City of Vancouver. The remaining \$38,521 will be applied to Sheriff's Office projects.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
6315	BJA-Block Grant Fun	One-Time	\$ 91,717	\$ 91,717	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 91,717	\$ 91,717	\$ 0	\$ 0	\$ 0	\$ 0

## SHR-02 Sheriff's Office 2016-17 Sex Offender Address and Residency Verification Grant

**Contact: John Lawler, john.lawler@clark.wa.gov, 360-397-2211, x4173**

The Washington Association of Sheriffs and Police Chiefs (WASPC), acting as funding authority for the State of Washington, has awarded \$259,138.74 to the Clark County Sheriff's Office (CCSO) acting for all Clark County law enforcement agencies. This award is to be used to "verify the address and residency of all registered sex offenders and kidnapping offenders under RCW 9A.44.130." Verification is to be face to face at a frequency designated by the state that varies based on the offender's designated offense level. The grant period is July 1, 2016 through June 30, 2017.

Of the total amount of the award, CCSO would retain \$124,122.70, which would be used to fund salary and benefits of an existing deputy sheriff project revenue originally authorized in 2008 and extended an additional year with this grant award. The grant would also pay other expenses related to the program. The remainder of the funds will be passed through to six other law enforcement agencies in Clark County (Battle Ground PD, Camas PD, La Center PD, Ridgefield PD, Vancouver PD, and Washougal PD) in proportion to population. These agencies will use their funding to implement the program for sex offenders living within their cities.

The Sheriff's Office requests a one-time increase to both revenues and expenses of \$129,570 for the 2015-16 budget and \$129,570 for the 2017-18 budget. The Sheriff's Office sends performance data, receives grant funds, and distributes appropriate shares to the six city police departments in the county quarterly.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	One-Time	\$ 129,570	\$ 129,570	\$ 0	\$ 129,570	\$ 129,570	\$ 0
Totals			\$ 129,570	\$ 129,570	\$ 0	\$ 129,570	\$ 129,570	\$ 0

## SHR-03 Sheriff's Office 2016 PacifiCorp Lakes Patrol Contract Extension

**Contact: John Lawler, john.lawler@clark.wa.gov, 360-397-2211, x4173**

The Sheriff's Office maintains a marine program for the enforcement of safety regulations and laws on the lakes and rivers of Clark County. Population increases and ongoing campground development have resulted in an increase in recreational activity on Merwin and Yale Lakes. In response to this increased usage, PacifiCorp entered into a contract with the Sheriff's Office in 1996 to provide limited marine patrol coverage on the lakes during 1997. In subsequent years, PacifiCorp has agreed to provide additional funding to increase the patrol coverage on the lakes. In March 2013, PacifiCorp and Clark County signed a new contract that expires at the end of 2017.

For the 2016 season, PacifiCorp has agreed to reimburse the Sheriff’s Office for all supplemental hours of marine patrol at the rate of \$56.60 per hour for a total of up to \$81,504, plus up to \$4,774 for the maintenance, repair, use, and licensing of watercraft. A resource-neutral adjustment of \$86,278 will be necessary to account for increases in revenues and expenses in the 2015-16 budget under the terms of this agreement.

The above revenue and expense may be considered ongoing, since the Sheriff’s Office has renewed or extended the agreement every year since 1996. However, minor adjustments to the rates and the total size of the budget can be expected from year to year, and eventually either PacifiCorp or the Sheriff’s Office may decide not to renew the agreement. In those cases, the Sheriff’s Office may have to request a supplemental resource-neutral budget adjustment from the Board of County Councilors.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	Ongoing	\$ 86,278	\$ 86,278	\$ 0	\$ 86,278	\$ 86,278	\$ 0
Totals			\$ 86,278	\$ 86,278	\$ 0	\$ 86,278	\$ 86,278	\$ 0

## SHR-04 Sheriff’s Office Enforcement Overtime Adjustment

**Contact: Darin Rouhier, [darin.rouhier@clark.wa.gov](mailto:darin.rouhier@clark.wa.gov), 360-397-2071**

The Sheriff requests \$500,000 in additional overtime budget capacity to address a projected shortfall in the enforcement overtime budget during 2015-16. This shortfall and the need for additional funding is the result of two factors, one old and one new.

About \$300,000 of the projected shortfall is the result of a past budget policy that did not fund the overtime cost impacts of labor settlements. Prior to the Spring 2016 Supplemental, county budget policy had been to not fund the overtime cost increases that result from general wage increases, even though such wage increases will increase the cost of an hour of overtime just as they would an hour of straight-time. Holding the overtime budget static while wages rise effectively reduces the Sheriff’s buying power, meaning that the same budget can buy fewer hours of overtime with every cost of living increase. From 2005 through 2014, hourly overtime costs for enforcement grew by about 12% due to labor settlements while the overtime budget stayed static per budget policy. The resulting 12% gap is the primary driver of the 2015-16 shortfall we see today. The same was true in the 2013-14 biennium when a \$355,000 emergency budget increase was needed in the final supplemental to cover a similar shortfall.

The overtime impact of the most recent labor settlement (Aug 2015) was funded and so did not add to the 12% gap. During the spring 2016 supplemental hearing, Council debated and ultimately voted to increase the Sheriff’s overtime budget in recognition of the general wage increases contained in the Aug 2015 Collective Bargaining Agreement. This action prevented the gap from growing to over 20%, but did not erase the original 12% gap. In light of this recent change in policy, the Sheriff requests that this \$300,000 increase be approved as ongoing to fund the labor settlements of the past and to help avoid the need for another emergency funding increase late in the next biennium.

The remaining \$200,000 is the result of overtime expenses incurred in 2015 and early 2016 to backfill patrol vacancies. A tight labor market, low relative pay, an uptick in retirements, and a shortage of academy slots have resulted in an unusually high number of enforcement vacancies over the last 20 months. Extra

overtime shifts were routinely needed to maintain minimum staffing levels for patrol. The cost of these extra shifts reached about \$250,000 by May 2016, adding to the shortfall described above.

In light of the growing budget shortfall, and not seeing enough progress in filling vacancies, the Sheriff made the decision in May 2016 to redeploy 10 deputies from investigative units to patrol in an effort to temporarily reduce the need for extra overtime shifts. This quick fix has kept the shortfall from growing for the last three months, but it has also greatly restricted the Sheriff’s ability to keep pace with investigation activities. Until the shift is unwound, the backlog of criminal investigations will grow and only the most critical cases involving higher levels of loss or injury will be worked. Left in place too long and important cases will begin to drop off and investigative leads will become stale. The Sheriff’s Office intends to remain aggressive in filling patrol vacancies and obtaining academy slots so that detectives can be returned to the investigative units as soon as possible.

The portion of the shortfall that is caused by vacancies (\$200,000) is a one-time funding request. Saving generated by vacant positions is adequate to cover the additional vacancy-driven overtime cost, but those savings are unavailable to the Sheriff per budget policy.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	Ongoing	\$ 0	\$ 300,000	(\$ 300,000)	\$ 0	\$ 300,000	(\$ 300,000)
0001	General Fund	One-Time	\$ 0	\$ 200,000	(\$ 200,000)	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 500,000	(\$ 500,000)	\$ 0	\$ 300,000	(\$ 300,000)

## TRS-01 Treasurer’s Office Transfer Budget Capacity from Department 171 to Department 170

**Contact: Anthony Glenn, [Anthony.glenn@clark.wa.gov](mailto:Anthony.glenn@clark.wa.gov), extension 5880**

The Treasurer’s Office maintains two department codes in the general ledger; department 170 (Treasurer) and department 171 (Banking Services). This budget-neutral request proposes to transfer \$20,000 of budget capacity from department 171 to department 170 to cover increased expenses. This is a one-time request, as department 170 and 171 will be combined starting in 2017.

The Treasurer’s Office performs cash management, banking, and investment services for the County, school, fire, port, cemetery and library districts, as well as various other government agencies. The controllable costs incurred to perform these services are coded to department 171 and include expenditures such as: bank fees, armored service fees, investment advisor fees, and subscriptions to debt and investment software. The total budget for department 171 in 2015-16 is \$754,378.

Department 170 is used to capture all of the payroll and controllable expenditures of the Treasurer’s Office not included in department 171. These include salary and benefit costs of the Treasurer’s Office staff and controllable expenditures such as: office supplies, printing and postage costs related to property tax statements, depreciation of office equipment, and employee training. The total budget for department 170 in 2015-16 is \$4,869,026.

The \$20,000 budget transfer from department 171 to department 170 will ensure that both departments are under budget when the 2015-16 biennium closes.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
0001	General Fund	One-Time	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

## TRS-02 Treasurer's Office Adjust Budget Capacity for Joint Lobby Point of Sale Project

**Contact: Anthony Glenn, [Anthony.glenn@clark.wa.gov](mailto:Anthony.glenn@clark.wa.gov), extension 5880**

This budget neutral package proposes to reclassify \$10,000 of the Point of Sale project budget from a non-capital account to a capital account in an effort to more accurately classify project expenditures.

When the project budget was approved in the FY 2016 Spring Supplemental it included \$25,000 for capital expenditures. However, project actuals for capital currently exceed \$35,000. Per County policy, board action is required to adjust capital budgets for both projects and departments. This package aligns budget with expenditures by reducing professional services and increasing capital. There is no impact to the overall project budget.

Background: The County's joint lobby provides a one-stop customer service experience for the offices of the County Assessor, Auditor and Treasurer. Customer Service Representatives are cross-trained in the work of the three offices to ensure they are equipped to handle a diversity of customer needs. While staff members are cross-trained, they are required to work in multiple "host" cashiering systems, which is cumbersome and creates inefficiencies. In an effort to address these issues, the Treasurer's Office, in coordination with its Joint Lobby partners and Information Services, is implementing a Point of Sale system with total estimated project costs of \$450,000 and net ongoing costs for hosting and maintenance of \$17,200 per year. This project was approved by the County Council in the FY 2016 Spring Supplemental and the IT Advisory Board.

Fund	Fund Name	Request Type	2015-16 Rev	2015-16 Exp	2015-16 FB Chg	2017-18 Rev	2017-18 Exp	2017-18 FB Chg
3194	Technology Reserve F	One-Time	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0